

**Draft**

Commission for Statewide Contracts to Support Employment for Individuals with Disabilities  
Division for the Visually Impaired  
1901 N. DuPont Highway  
Biggs Bldg. Conference Room  
New Castle, DE 19720  
Meeting Minutes  
November 19, 2019

**Members Present:** Clint Walker, Chair; Doyle Dobbins, Vice Chair; Cynthia Fairwell, Department of Labor, Vocational Rehabilitation (DOL/VR)

**Members present by phone:** Dean Stotler, Director, Government Support Services and Cindy Farmer, member

**Members Absent:** Carvella Jackson, member; Jamie Johnstone, Department of Finance; Thomas Cook, Ability Network of Delaware (A.N.D./Ex-Officio) and Elisha Jenkins, Director, Division for the Visually Impaired (DVI/Ex-Officio)

**Others Present:** Michele Hamilton, DVI; Jill Morrison, DVI; Mickey Kelley, A.N.D. and Natalia Magruder, A.N.D.

**Others Present by Phone:** Julie (Jo) Donoghue, Deputy Attorney General, DAG/Counsel

A quorum was determined, and the meeting was called to order at 2:07 PM.

**Approval of Minutes:**

Doyle Dobbins moved to accept the October 15, 2019 meeting minutes. Cynthia Fairwell seconded. Motion carried.

**Old Business:**

Mickey Kelley, A.N.D., reported on the price adjustments for the pay range for Temporary Employment Services positions that have starting pay below the State's minimum wage that were placed on hold at the October 15, 2019 meeting. Dean Stotler commented that this proposal was only to certify the four positions up to the minimum wage level. This update was for information/explanation purposes.

**New Business:**

Mickey Kelley, A.N.D., presented the below listed proposals:

- Dean Stotler moved to accept the motion to increase the minimum pay and bill rates for the Supply, Storage and Distribution Clerk I to comply with the state minimum wage. Doyle Dobbins seconded. Motion carried.
- Reduce the markup in the bill rates for Sr. Data Entry Technician and Records Management Specialist. A.N.D. is not proposing any changes to the pay or bill rates. There was a mathematical error on the published document. This is informational to the

Commission that an edit is being made to the public document and that is supported by Government Support Services (GSS).

- Dean Stotler moved to accept the motion to approve the removal of the following positions from the Temporary Employment Services set aside: DART – Reservationist, DART - Customer Ride Checker, and DART - Customer Ride Check. Supervisor, which are no longer used. Doyle Dobbins seconded. Motion carried.

**Report of the Chair:**

The Chair did not have an additional report.

**Report of the Sub-Committees:**

- **Regulations Sub-Committee:** No report.
- **Central Non-Profit Agencies Subcommittee:** No report.

**Report Ability Network of Delaware (A.N.D.):**

Natalia Magruder, A.N.D., reported that they continue to work on the measurement project of clearing up the differences on square footage of cleaning space which are taking much longer and utilizing more resources than anticipated. Meetings will be scheduled to address the final agreement with the building owner, property owner, changes in occupancy, intended use changes and to have procedures developed for how to process changes going forward.

Mickey Kelley, A.N.D., provided an overview of the opportunities that they are currently working on such as Division of Child Support bid adjustments and RFP, Georgetown Family Court put on hold, Richardson & Robinson sent a proposal for floor care and Troop 7 square footage being confirmed.

**Public Comment:** None

**Adjournment:**

Doyle Dobbins made motion to adjourn. Dean Stotler seconded. Motion carried.  
Meeting adjourned at 2:30 PM by Clint Walker, Chair.

Next meeting date is Tuesday, December 17, 2019 at the Division for the Visually Impaired  
1901 N. DuPont Highway, Biggs Bldg., Conference Room, New Castle, DE 19720

Respectfully submitted,  
Michele Hamilton  
Administrative Specialist III  
Division for the Visually Impaired